

**COMPETENCIES  
EMPLOYEE SELF-ASSESSMENT**

**CON 333 - MANAGEMENT FOR CONTRACTING SUPERVISORS**

<b>CON 333</b>	<b>Competency</b>	<b>Yes</b>	<b>No</b>	<b>Work Description/Justification</b>
<b>1</b>	<b>Management of External Interactions.</b>			
1.1	Establish and maintain communications between contracting offices and requiring activities.			
1.2	Balance the competing interests of requiring activities, the industry, higher headquarters, and oversight activities.			
1.3	Improve understanding of the entire acquisition process, (e.g., budgeting and lead times) for various acquisition activities.			
1.4	Encourage early interaction with contractors without giving an advantage to any particular contractor.			
<b>2</b>	<b>Plan, Execute, and Oversee Workload.</b>			
2.1	Develop procurement planning skills to result in a high quality contract.			
2.2	Manage workload distribution effectively within the contracting office.			
2.3	Establish and justify effective procurement organizational structures.			

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3	<b>Lead as a Contracting Professional.</b>			
3.1	Ensure the exchange of information among internal (e.g., contract specialists) and external (e.g., PCOs, ACOs, cost/price analysts, CORs, auditors, program managers, engineers, logisticians, and DFAS) team members.			
3.2	Maximize the use of the expertise of team members.			